

## APPENDIX A

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## HELP FOR **BLOOMBERG BONDTRADER**

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Use BBT to monitor bid and offer prices for bills, notes, bonds, and US Agencies from 23 dealers with electronic execution capability. You can use BBT to compare the prices of the participating dealers and then trade the securities electronically from the same screen. BBT also automatically records and confirms your transactions.

### \*Remember\*

For immediate assistance with BLOOMBERG BONDTRADER®, call:

- 212-617-8600 during New York trading hours (8 a.m. to 5 p.m. EST),
- 44-20-7330-7476 during European trading hours (2 a.m. to 8 a.m. EST)

Or press <HELP><HELP>.

### HOW TO...

- 1) How to Use BBT
- 2) How to Gain BBT Trading Authorization
- 3) How to Trade on BBT

### SCREEN DESCRIPTIONS

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- 4) Composite/Attribute Monitor
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- 12) BY - Customer Buy Ticket <HELP> Page
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- 15) Virtual BBT (Agencies) <HELP>

TO ACCESS:

BBT <Go> or QBBT <Go> to subscribe

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### How to Use BBT

Once you enter BBT <Go>, you can monitor bid and offer prices for global government bonds. You can also launch inquiry and order tickets.

- To change your defaults, enter BBTD <Go>. BBTD <HELP> displays further information.

- To view market depth, click on a specific security from an Attributed Monitor. A list of dealers and bid/ask prices appears in a blue box.

#### \*Remember\*

Use BBTD to set your default setting to Attributed or Composite Monitor.

- To access related functions, click on a specific security description from a Composite Monitor. A dropdown menu of functions appears.

- To send the BBT screen as an attachment, click on the Send button in the toolbar. A pop-up window appears prompting you for the name of the user to whom you are sending the screen.

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- To access help, click on the Help button in the toolbar. A dropdown menu displays the available options.
- To display different or favorite markets, click on the Market button in the toolbar. A dropdown menu displays the available options.
- To display different options for displaying dealer pages, accessing additional information, customizing favorite views, displaying offerings for other markets, and setting default display windows, click the Options button in the toolbar. A dropdown menu displays the available options.

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### How to Gain BBT Trading Authorization

If your firm is not enabled for trading, you can monitor the indications of trading interest from participating dealers.

#### **\*Remember\***

A BBT Agreement must be signed and returned prior to being given trade access. Participating dealers give trade access individually. Once your firm is enabled to trade, a disclaimer appears when you first enter BBT <Go>. Once you read the disclaimer, press <MENU> to accept and begin trading.

For BBT trading authorization, the following three options are available:

1. Enter RFE <Go> to display the Electronic Trading Enablement function (RFE). The top portion of the RFE function provides options for filtering enablement status details by market sector, subsector, dealer name and status. RFE <HELP> displays further information.

2. Click Options on the toolbar, choose Information and then select Sign-up.

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3. Call your respective BBT hotline and a representative will assist you.

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### How to Trade on BBT

- To launch an inquiry ticket from a Composite Monitor, click on a bid or ask price. An inquiry ticket with your designated defaults from BBTD is launched. A price inquiry clears the price field and the dealer responds with the requested security's price. You can then show an indication of interest by hitting the bid or lifting the offer. The selected dealer must then confirm the completed trade. Upon completion of a trade, BLDT <Go> records all transactions with a full audit trail.

- To launch a ticket from an Attributed Monitor, click on the security description for any security to display the depth of market for that security. This allows you to see the prices of participating dealers stacked in a best bid/offer format. Choose a dealer from the list to launch a ticket.

### \*Remember\*

- The type of ticket that you launch from an Attributed Monitor is contingent upon your BBTD default Ticket Format selection. That is, if you have chosen the Attributed monitor, and Order tickets, you will launch an

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Order ticket for the dealer that you clicked on from this monitor. If, however, you chose Inquiry ticket with an Attributed monitor, then you will launch a 1) single dealer inquiry ticket if your Inquiry Dealer selection is Selected Dealer OR 2) a multi-dealer inquiry ticket if your Inquiry Dealer selection is Dealer + Group.

- To launch an inquiry ticket if a BBT security is already loaded in a Bloomberg screen, enter BTXB <Go> (BBT Buy Inquiry ticket) or BTXS <Go> (BBT Sell Inquiry ticket). You do NOT need to go to the BBT monitor in order to access BBT tickets and trade.

- Not all BBT dealers are participating in the depth of market display; they may wish to participate in Inquiry transactions only.

- You may enter a quick ticket from an Attribute Monitor for the best bid or offer dealer if you are enabled to trade with with that dealer. In this case, there is no need to display the market depth for trade access.

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### Composite/Attribute Monitor

If your defaults are set to Composite in the Monitor Type field of BBTD, then the Composite Monitor appears when you enter BBT. A selection of bills, notes, and bonds with composite prices appears on the screen. By clicking on any security description on this screen, you can display a dropdown list of related functions.

If your defaults are set to Attributed in the Monitor Type field of BBTD, then the Attributed Monitor appears when you enter BBT. A selection of bills, notes, and bonds with prices attributed to dealers appears on the screen. Dealers with which you are enabled appear in blue. By clicking any security on this screen, you can display the prices of participating dealers for that security stacked in best bid/offer format.

For both monitors, the tabs at the bottom of the screen allow you to choose BBT screens exclusively for bonds of the specified maturity range. The yellow tab indicates which screen you are displaying.

For each bill, note, and bond, the maturity or coupon, best bid and ask

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rates, firm providing the indications, yield (if applicable), and change in price from the previous trading day appear. Change in price from the previous trading day is the difference between a security's current ask price level and its ask price from the close of the prior business day. All BBT screens automatically update, so the most recent price/yield information always appears.

**\*Remember\***

- [sub/sub] (or [sj/sj] for U.S. Treasuries) next to a dealer's price indicates that the prices are subject in that particular security.
- [c] indicates a closing price.

The coupon and maturity of the on-the-run securities appear in white. You are enabled to trade with firms whose abbreviations appear in blue; you can view the prices of firms that appear in gray, but you cannot trade with them.

The Other Markets section displays market information for various benchmarks, currencies, and indices. Information may include the security

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description, bid and ask yields, time or date of the last update, current price, and change in price on the day.

**\*Remember\***

[d] indicates that delayed pricing appears for the security. The Current Exchange Privileges function, EXC, allows you to gain access to real-time pricing for a selected security. EXC <HELP> displays further information.

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### - Toolbar

The BBT toolbar provides the following options:

#### Send:

Send the screen as an attachment via the BLOOMBERG message system (MSG).

#### Help:

Access a description of the function or the <HELP> pages, or send a message to the Help desk.

#### Market:

Select another market sector or maturity range to display. A sub-menu of countries appears. A further sub-menu of maturity ranges may also appear.

#### \*Remember\*

- Favorites are chosen via BBTD or via Options > Customize Favorites in the BBT toolbar.

- The green arrow buttons at the top right of the screen also allow you to

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display other sectors within the selected region.

**Favorites:**

Display a screen of your favorite bonds as selected on BBTD or via Options

> Customize Favorites in the BBT toolbar .

**Options:**

Display related information. The following options are available:

- **Dealers:**

Select a contributing dealers menu-page or website.

- **Information:**

Display information to Sign up to use BBT, display FAQs (frequently asked questions) regarding BBT, access a Demo of BBT, display BBT's Disclaimer, display a list of All Dealers that participate on BBT, or preview what's Coming Soon to BBT.

- **Customize Favorites:**

Customize Favorites to add your favorite BBT screen or edit an existing

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screen.

**\*Remember\***

Your default BBT screen is the most recently added Favorites screen on the toolbar or the layout labeled #1.

- Ticketing Defaults:

Display BBTD, which allows you to update BBT defaults.

- Commercial Paper:

Search commercial paper offerings via BOOM.

- Agency Discount Notes:

Search agency discount note offerings via BOOM.

- Corporate Bonds:

Display more information on trading corporate bonds.

- Window:

Select how you want screens to appear, either on a different BLOOMBERG

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PROFESSIONAL® service screen (Next Window) or within the existing screen (Sub Window).

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SHORTCUTS

BBTI <Go>

Access BLOOMBERG® SwapTrader directly.

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### FAQ

What are the other trading advantages to using BBT?

In addition to offering a secure, efficient, and reliable trading platform for BLOOMBERG PROFESSIONAL® users, the Bloomberg Bondtrader functions also offer several other trading advantages and features.

#### Live and Tradable Prices

Bloomberg Bondtrader monitors the best bids and offers from numerous dealers. The current best bid/offer appears from the dealers that have enabled you for trading, with the entire book viewable by simply selecting a particular issue. Each dealer decides individually whether to allow users to view its bids and offers, which are then tagged with their dealer code. Tags in blue signify that you can trade, whereas those in gray are for price information only.

#### Fee-Free Trading

There are no fees or commissions to be paid when trading on Bloomberg Bondtrader, either to Bloomberg or to the participating dealers.

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### Market Subject Messages

Many Bloomberg Bondtrader screens display a Market Subject message when important economic news is released or markets are exceptionally volatile. Individual dealers can also display Market Subject messages for a particular sector or for the whole curve. In these cases, bids and offers with zero quantities and the "SJ" tag appear alongside the message.

### Interface With the Bloomberg Portfolio Trading System

Bloomberg Bondtrader function trades generate tickets that can flow directly into your Bloomberg Portfolio Trading System, eliminating double-entry. This reduces transcription errors, trade fails, and saves time.

### Interface With Your Accounting System

Bloomberg has developed interfaces to send data from Bloomberg Bondtrader to many portfolio accounting systems. Bloomberg Bondtrader can function as an integral component of any Straight Through Processing (STP) system.

### Support and Assistance

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In case of any problems with Bloomberg Bondtrader, call your salesperson. Using Bloomberg Bondtrader functions can help significantly in eliminating errors and inaccuracies in your trades, but should a problem arise, contact your salesperson immediately.

### Trade Allocation

Bloomberg plans to add trade allocations as a second-phase enhancement to Bloomberg Bondtrader.

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